

IDAHO COUNCIL ON CHILDREN'S MENTAL HEALTH (ICCMH)
GUIDELINES FOR REGIONAL/LOCAL COUNCIL SPENDING
Supplemental to *Regional/Local Council Funding* approved June 18, 2002

Proposal Date: May 18, 2004
Approved by ICCMH: June 15, 2004

BACKGROUND:

On June 18, 2002, the ICCMH approved the guidelines for regional and local councils to make decisions around the use of the funds available to them. (See attached "Regional/Local Council Funding") This document is to provide further guidance for regional and local councils when expending funds and to provide clarification with regard to the requirements the Department of Health and Welfare (DHW) must follow.

The Idaho Department of Health and Welfare (DHW) is currently the fiscal agent for funds allocated to the regional and local councils. DHW is accountable for spending money in compliance with the Department's FISCAL User Manual requirements, the guidelines established by the State Board of Examiners, and any requirements imposed by the Governor or the legislature. DHW uses the most cost effective rates for the services identified in this document.

PROPOSAL:

1. Payment for Services/Reimbursements:

Regional council funds may only be expended as a reimbursement for a service completed or cost already incurred. Funds may not be used for grants (transfer of funds prior to service delivery).

All vendors/individuals receiving a reimbursement must be on the state payment system. Councils should work with their DHW representative to determine if a vendor/individual is on the state system. If not, a vendor/individual can be added when they complete a W-9 and submit it to the DHW representative for processing into the system. The W-9 only needs to be completed once unless there is a change in the vendor's information; i.e., name, address, etc. (See attached W-9 "Request for Taxpayer Identification Number and Certification.")

Payments are made within the timeframes established in Idaho Code. [Idaho Statute 67-2302(2): All bills shall be accepted, certified for payment, and paid within sixty (60) calendar days of receipt of billing....]

2. Office Supplies:

Councils can use funds to purchase office supplies for council use with consideration given to the most cost effective purchasing prices. Councils can also work with their DHW representative to purchase supplies; however, DHW is required to purchase supplies through a state contract where the most cost effective prices can be attained. (See attached "Boise Office Solutions" purchase agreement)

3. Computer Equipment & Peripherals:

Items in this category must be purchased from the DHW Standard Products List. Councils needing these items should work directly with their DHW representative who will follow the policies and procedures established by the Department. Any items purchased under this category are the property of the Department of Health and Welfare and therefore must be returned to the DHW representative when the council is no longer using them.

4. Travel (Mileage, Meals, Hotels, Airlines):

When council members are reimbursed for travel expenses, the reimbursement rate is the same as for state employees, as established by the Board of Examiners. Travel arrangements (hotel, airline, registration) should be made through the DHW representative so costs can be direct billed to the Department and to obtain the lowest available rates. Airline arrangements should be made at least 7 – 14 days in advance.

(See attached FISCAL User Manual, Chapter 7 Section 3)

If a council chooses to send a member to a conference or training out of state, the travel will have to be approved by the regional program manager and DHW director prior to arrangements being made. Councils should work with their DHW representative to process an Out-of-State Travel Request Form. Councils are encouraged to plan travel enough in advance to allow 12-15 days processing time for the Out-of-State Travel Request Form and to assure the most cost efficient rates are attained. Once the form is approved, the arrangements can be made through the DHW representative.

5. Meals and Refreshments for Meetings and Training Sessions:

Councils should work with their DHW representative when arranging locations, meals, and refreshments for meetings or trainings so costs can be direct billed to the Department to obtain the lowest rates. Typically, for a full day meeting refreshments could be available for the morning and afternoon – lunch could be provided if work will continue through that time.

(See attached FISCAL User Manual, Chapter 7 Section 3, Pages 7.3A-2 and 7.3-3, 4)

6. Services / Contracts:

Councils choosing to expend funds for services must follow the “Regional/Local Council Funding” guidelines established by the ICCMH. Additionally, councils should work with their DHW representative to assure costs do not exceed the maximum allowed in a fiscal year for one vendor, and to determine if a contract already exists between the region and the vendor. If costs to a vendor will exceed \$4,999.99 in a Fiscal year by a region, institution, or division, a contract will be required. Councils should work directly with their DHW representative to continue the required contracting process. The DHW representative will follow policies and procedures for initiating a contract for services.

(See attached from the DHW “Contracts User Manual”)